

Chief, Records Integration, FI/DDP

15 November 1957

Chief, Records Management

Procurement of Safe File Cabinets

1. The supply of safe type file cabinets suitable for use overseas will soon be exhausted. Before additional ones can be ordered, it will be necessary to have a certification required by General Services Administration to the effect that maximum utilization of equipment is being obtained by:

a. Disposing of all records that have been authorized for disposition by the Congress or, where such authorization has not been obtained, through the preparation and obtaining of authorized disposal schedules.

b. Removing office supplies, publications, and other non-record material from filing cabinets to more suitable storage equipment except where the quantity of such material is small (as a rule, less than half a cabinet).

c. Transferring to the Agency records center, to the extent that facilities are made available, inactive records not needed in daily business but not yet ready for disposal, when filing equipment can be released by such action.

d. Using letter-size filing cabinets instead of legal-size whenever possible.

2. Will you certify that equipment at your overseas installations is being used in accordance with the above standards and return the certification to me. We will then arrange with the Office of Logistics to procure additional equipment if you agree that it is necessary.

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Certification:

Chief, RI/FI/ID/F

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Mgt/S/RMS/

Date

:fjm (15 Nov 57)